



Department of Community Development Long Range Planning

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Memorandum

TO: Planning and Zoning Commission

FROM: Michael Raber, Senior Planner
Department of Community Development

MEETING DATE: June 1, 2010

SUBJECT: **Agenda item #7 – Discussion/Possible action on the formation of an advisory committee for the update of the Sedona Community Plan.**

Based on the Planning and Zoning Commission's comments, staff has revised the proposal that was presented on May 18, 2010. This revised proposal – "Proposed Process Organization" is attached. Staff also discussed this revised approach with Paul Chevalier, who presented the original idea to staff. Mr. Chevalier is in agreement with this approach.

At the June 1 meeting, we can discuss staff's revision and any alternatives the Commission wishes to consider.

Sedona Community Plan Update **Proposed Process Organization**

Citizens Advisory Committee

The advisory committee would be appointed by the City Council and would consist of seven to nine members, including five to nine citizens and possibly one Planning and Zoning Commission member and one City Council member. This is intended to be a working committee and will require a significant time commitment for citizens wishing to serve.

This Citizens Advisory Committee (CAC), working collaboratively with the Planning and Zoning Commission (PZC), will oversee the formulation of the Draft Community Plan. Ultimately, the Draft Plan will go to the PZC and City Council at the beginning of the mandated 60-day review and subsequent public hearing process. The CAC will also oversee public outreach and the public participation process in conjunction with the Public Participation Subcommittee and staff.

Staff will facilitate the planning process and Plan preparation. This role also includes providing logistical support, professional advice and communication to and between committees.

The Chairs of both the CAC and PZC will attend each others' meetings to ensure good two-way communication. The PZC and CAC will work together with staff to provide feedback to the Format and Plan Elements, Issues and Draft Subcommittees. The CAC and staff will work directly with the Public Participation Subcommittee.

Yet to be Resolved:

Further discussion is needed regarding the size of the Committee and whether there should be PZC and/or Council members on it. The advantage in having a PZC member on the Committee is that communication between the CAC and PZC could be enhanced. It may not be necessary, however, as PZC members are included on the subcommittees.

Subcommittees

Under the proposed outline, three subcommittees would be appointed by the advisory committee (citizen members) and PZC (PZC members).

- Formatting Subcommittee
- Public Participation Subcommittee
- Plan Elements, Issues and Draft Subcommittee

The Plan Elements, Issues and Draft Subcommittee could be further divided into specific issue areas (e.g. Sustainability, West 89A, etc). The subcommittees can also bring in others with areas of expertise and the chairs of the other City commissions (e.g. Arts and Culture, Historic Preservation).

Each subcommittee will have PZC and CAC members and potentially one additional citizen that is not on the CAC. All PZC members would be represented on the subcommittees. The size of the subcommittees may vary depending on the number of citizen volunteers, but would ideally consist of five members.

The Plan Elements, Issues and Draft Subcommittee will be engaged in the details of the Land Use and other Plan elements. Close coordination with the Formatting Subcommittee will be important. The goal of the Formatting Subcommittee is to create a more user-friendly document.

The subcommittees will build on the work of the current community development working teams. The existing working teams would be replaced by the subcommittees. The subcommittee chairs will meet periodically to ensure good communication.

Yet to be Resolved:

- Number of subcommittees
- Size of subcommittees
- Number of PZC members on each subcommittee

Both the advisory committee and subcommittees are subject to Open Meeting Law provisions.

Committee Selection

- Council considers/possibly approves process (June 8, 2010). Council designates three Council members to recommend citizen members.
- A notice/article would be placed in the media soliciting citizen volunteers for consideration.
- Council would formally appoint the Advisory Committee (July 2010).
- Advisory committee would select its chair at its first meeting.

Staff Recommendations

Staff is supportive of this new management approach, but care must be taken so the process does not become overly complicated in managing the flow of information across all of these groups and that the number of meetings does not negatively impact staff resources.